

100/67-0821

14 February 1967

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT :** Biographical Information on Contract Employees

1. I recently investigated an appeal by a contract employee of the Language Training School protesting the Agency's decision not to renew her contract. I found that her personnel file contained only fragmentary biographical information. Although she was employed by us as a teacher, we could not even establish with certainty her area of specialization in college.

2. I asked the Inspector General for a report on the Agency's requirements for submission of pre-employment biographical information on prospective contract employees. He informs me that he has discussed his views with you and that you have directed that a study be made of this subject. I would appreciate receiving from you a report describing the Agency's present practices, together with your recommendations for improvement.

Rufus Taylor  
Vice Admiral, U. S. Navy  
Deputy Director

cc: Inspector General

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TRANSMITTAL SLIP			20 Nov 67
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